

EmployOn ClientMatch Tip Sheet

Make sure you use the Advanced Job Search page:

Skip the job title box and go straight to the job description box. Put the person's actual skills and qualifications in this box. There are too many job titles for most jobs and many you would never think of that are appropriate.

Skip the "only return jobs with" section on the first search.

Leave the filter by source on the "all jobs" default. Otherwise you will miss relevant jobs.

Use the location section to search by states, city within a state or a radius around a city.

Leave the search job with in last days box empty the first time you do a particular search. After a few days then limit that search to last few days.

Sort results by relevancy, not date. You will miss older jobs that are relevant when you search by date.

Once you get the job search results page. Click on the title to review the entire job description.

The source of the job is the website we spidered to bring back the job. If this is a corporate site, click on the link to go directly to their homepage. Now you will be able to get info about the company – who they are, what they do, key personnel, address and telephone numbers, their entire list of job openings.

If the jobs search results are too broad – click on the "refine search" button. Now utilize the only return jobs section to maybe exclude a skill your client doesn't have but many of the jobs are requiring. This will help to bring back relevant listings to the person's actual qualifications.

Quick Search Tips/Tricks

Leave the job title box and job description area blank.

Put the words "entry level" in the exact phrase box; pick your location and then search. Will help to identify entry-level jobs. (Bear in mind there are entry-level jobs for college grads but by looking at the titles you can quickly determine appropriate listings.)

Put the word "location" in the exact phrase box. Pick a small city or town where you want to find out what jobs are available, search a 0 mile radius and then click search. Will give an overhead view of the labor market in that area.

Other "exact phrase" tricks that help to identify specific things:

People with disabilities

Veterans

Hospitals

Night shift

**Customer Service Help Desk
Toll Free: 800-448-3735 option 2**